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MEMORANDUM OF AGREEMENT (EXAMPLE)

1. SCOPE: This memorandum of agreement (MOA) establishes areas of responsibility for the protection of the mutual security interests of the (insert service, agency or command) and (company name) within the appropriate Military Department/DoD agency accredited Sensitive Compartmented Information Facility (SCIF) located at (company name), (company address). It is agreed and understood that the security criteria for establishment, administration and operation of the SCIF will be as specified in Department of Defense (DoD) TS-5001.2 (M-1), DoD Directive S-5200.17 (M-2), DIAM 50-5, and such other (name of service, agency or command) directives as pertain to the Sensitive Compartmented Information (SCI) being processed within the (company name) facililty.

2. RESPONSIBILITIES:

a. (U) The Contractor Special Security Officer (CSSO), (company name) will:

(1) Assume full responsibility for the administration of security within the (company name) secure areas identified in this MOA in accordance with appropriate Military Department/DoD agency policies and procedures.

(2) Receive, store, control, segregate, selectively disseminate, and periodically inventory all classified material provided by or generated in response to contracts sponsored by (service, agency or command).

(3) Dispose of classified material at the completion of contracts in accordance with instructions of (service, agency or command).

(4) Initiate requests for access authorization for (company name) personnel to be employed on, or who will otherwise require access to classified information pertaining to (service, agency or command) contracts.

(5) Prepare and forward necessary clearance forms and justifications on (company name) employees to (service, agency or command) and provide assistance to investigative personnel as appropriate.

(6) Provide inventory and administrative reports at the request of, and in accordance with, the requirements of (service, agency or command).

(7) Provide to (service, agency or command), upon request, an adequate secure compartmented storage container(s) which will not be shared with any other agency during the period requested.

b. The Cognizant Security Authority (CSA) will provide:

(1) Annual technical inspection of the SCIF's. The results of these inspections will be provided to (service, agency or command) whenever significant physical security deficiencies have developed.

(2) Appropriate SCI security guidance and interpretation of SCI security directives to the CSSO at (company name).

(3) Annual security inspections of SCIF's at (company name).

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(4) TEMPEST test if needed.

(5) SCI indoctrinations and debriefings of (company name) personnel when specifically requested to conduct such indoctrinations and debriefings.

c. Appropriate Military Departments/DoD agency will:

(1) Make the necessary arrangements for initiation of personnel security investigations and the appropriate access authorization for (company name) personnel engaged in the performance of (service, agency or command) contracts.

(2) Advise the CSA of any change in the scope of (service, agency or command) sponsored SCI support requirements within the (company name) SCIF's.

(3) Negotiate with the CSA any change in the scope of communications support required for (service, agency or command) contract performance within the (company name) SCIF.

(4) Perform periodic inspections of (service, agency or command) contracts withing the (company name) SCIF's and provide security guidance regarding such contracts to the CSSO.

(5) Provide appropriate access authorization certifications to the CSSO at (company name) on all incoming visitors with an information copy of such certifications to the supporting SSO.

(6) Provide verification of the clearance status of (company name) employees occupying (service, agency or command) sponsored billets to other Government departments and agencies when required in the interest of the U.S. Government.

3. TERMINATION OR MODIFICATION:

a. This agreement will remain in effect as long as a dual requirement exists for utilization of the (appropriate Military Department/DoD agency) sponsored secure areas identified in paragraph 1 of this MOA.

b. This agreement is subject to review and modification upon the request of any one of the signatories and/or whenever a change in operational requirements warrant such review.

Signature Representative of Service/Command/ Agency	Signature Representative of the Company	Signature Representative of Cognizant Security Authority

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